



## NORTHWEST POWER NORTHWEST VALUES

**Job Title & Series:**  
Policy Strategist GS-1101

**Job Announcement Number:**  
10219-12-DE

**Grade & Salary Range:**  
GS-13: \$86,260 - \$112,136

**Opens:** 07/11/2012  
**Closes:** 07/24/2012  
(Applications must be received by 11:59 p.m. Pacific Time)

*Full performance level: GS-13.*

**Anticipated number of positions to be filled:**  
One position to be filled.

**Location:** Portland, OR

**Federal Employees:** Federal transfer relocation is not available for this position.

**All Applicants:** A relocation bonus may be available

**Type of Position:** This is a permanent position with a full-time work schedule.

**Benefits:** BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

### Eligibility

All United States citizens are eligible to apply.

*NOTE: You must submit separate and complete application packages for each vacancy for which you would like to be considered. This includes current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under external announcements and internal Merit Promotion procedures: 10235-12.*

### About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

### Job Summary & Major Duties

The incumbent serves as Policy Strategist within the Strategic Planning group of the Corporate Strategy organization with primary duties to facilitate and coordinate development of agency and business unit strategies, performance measures and multi-year targets, and related work products supporting BPA's strategic business objectives and the long-range strategic plan. The incumbent reports to the Director of Strategic Planning.

More specifically, the incumbent will:

- Facilitate and coordinate development of agency and business unit strategies, performance measures and multi-year performance measures and targets, and related work products supporting BPA's strategic business objectives and the long-range strategic plan.
- Assist in the planning and facilitation of agency-level strategic planning sessions and special executive sessions to develop and refine agency long-term strategic direction.
- Collaborate with and provide facilitation services to business units, and link and translate agency-level strategy to business unit strategies. Work with business units to evaluate and develop refined strategic objectives and multi-year performance measures and targets aligned with agency strategy.
- Serve as a subject-matter specialist, and provide oversight and direction to teams working on strategic issues.
- Develop sources of information, identify and provide leadership in analyzing issues, and develop options and alternatives for decisions which impact business unit strategic targets, and ultimately BPA's ability to achieve its strategic business objectives.
- Prepare effective high-level presentation materials supporting communication of BPA's business strategy.
- Assist in the development of key agency performance targets.

- Prepare and submit periodic performance measurement reports to fulfill Department of Energy and Office of Management and Budget performance reporting requirements.
- Develop measurements, evaluation tools, and industry benchmarks that support executive management's ability to determine business success and measure performance.
- Develop and utilize automated tools to facilitate timely and accurate tracking, monitoring, and reporting of actual performance against established targets.
- Assist in the development, refinement, and administration of a standardized, agency-wide process for major public policy decision making.
  - Assist in the administration and coordination of the external customer, constituent and tribal satisfaction surveys.
  - Facilitate and participate in "environmental scan" exercises and conduct research to identify major industry, economic, technological, workplace and social trends; translate this information into potential strategic implications for BPA's business.
- Identify major trends in technology developments, legislative initiatives, economic trends, and emerging social issues, and translate these into potential business strategy implications.
- Identify, define, and propose comprehensive industry studies that serve to define major issues and lead to new or revised policy or strategy proposals.
- Perform, coordinate, and facilitate analyses and other work products required to accomplish the above, including written and analytical products.

Strategic Planning plans, directs, and manages a comprehensive strategic planning program and a comprehensive asset management program aligned to meet BPA mission and objectives. Strategic Planning is responsible for planning, developing, and administering of programs, systems, and processes which are functionally critical for successful management and support of BPA's strategic planning program. This includes establishing clear BPA strategic direction and establishing an integrated plan to carry out the BPA mission, strategic objectives, and multi-year performance targets that integrate both business and public responsibility goals.

Strategic Planning also serves as the system administrator for the agency's automated performance management system used to track performance toward accomplishing the agency's strategic plan, and developing the agency-wide policies, procedures, and training for the automated performance management system; managing and facilitating the process for business unit preparation and execution of BPA strategic objectives; monitoring "mega-trends" that are developing within the industry, translating substantive implications into recommendations for adjusting and refining the BPA strategic plan; developing and prescribing the BPA process framework for public policy development; and staffing or leading ad-hoc cross-BPA teams on public policy or evaluating topics of strategic BPA interest.

In addition, Strategic Planning is responsible for agency level asset management policies, strategy, and integrated planning process; preparing BPA agency level asset management plans; maintaining the agency's analytical tools to assist in formulating asset strategy for tracking asset performance; evaluating and designing methods for prioritizing asset-related spending; monitoring asset capabilities, condition performance, and risks to ensure they are managed in a manner consistent with BPA priorities; and for evaluating future business conditions and their implications for BPA asset decisions

## Qualifications

### SPECIALIZED EXPERIENCE

*Note: Qualifying experience must have been gained at one of the following types of organizations: Power Marketing Administration; Regional Transmission Organization (RTO) or Independent System Operator (ISO); Federal Columbia River Power System hydroelectric project owner/operator; or large public or investor-owned electrical utility (with annual revenues of at least \$500 million).*

1. Experience conducting an analysis of market fundamentals and major legislative, regulatory, economic, and environmental drivers of the wholesale electrical power or high voltage transmission markets in the United States to develop and evaluate alternative strategies and policies that are designed to achieve organizational strategic objectives and outcomes; and
2. Experience conducting studies to identify, analyze, and evaluate multiple sets of data to develop strategic and policy alternatives.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

## KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your category rating: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

**Clearly articulating your work experience to determine the application of the knowledge, skills or abilities through performance is critical to determining your qualifications for this position. Please describe your experience and thoroughly address the statements below through your resume, cover letter, and/or other supporting material you choose to submit.** Work product examples will not be reviewed unless specifically requested. For more information on how to provide supporting information for KSAs, please visit [http://jobs.bpa.gov/How\\_To\\_Apply/ksa.cfm](http://jobs.bpa.gov/How_To_Apply/ksa.cfm).

1. **(Technical) Strategy and Policy Formulation: Knowledge of the fundamentals and major legislative, regulatory, economic, and environmental drivers of the wholesale electrical power and high voltage transmission markets in the Pacific Northwest to develop and evaluate alternative strategies and policies designed to achieve an electrical utility and power marketing organization's strategic and business objectives.** Your application materials should describe and demonstrate:
  - Knowledge of the legislative, regulatory market fundamentals, and major drivers of wholesale electrical power and high-voltage transmission markets;
  - Ability to plan, coordinate, and conduct studies that evaluate the potential impacts of these major drivers;
  - Skill in developing, analyzing, and evaluating alternative power and/or transmission-related strategies and policies that align business unit/program outcomes with broader organizational strategic objectives; and;
  - Your role and level of participation in developing and analyzing alternative strategies and policies, e.g., leading, performing, assisting/supporting, etc.
2. **(Technical) Business Analytics: Knowledge and skill in the assessment of multiple sources of data (financial, operational, macro-economic, legal, regulatory), requiring data analysis, and the application of judgment and insight to identify, analyze, and determine the viability of alternative strategies that address an organization's strategic challenges and meet an organization's strategic objectives.** Your application materials should describe and demonstrate:
  - Experience applying business analytics to identify, analyze, and recommend strategic alternatives and support strategic choices; and
  - Your role and level of participation in analyzing and evaluating the viability of strategic and policy alternatives, e.g., leading, performing, assisting/supporting, etc.
3. **Team Leadership & Communication: Ability to effectively plan, lead, facilitate, and communicate the results of business unit and/or cross-functional team projects engaged in developing, evaluating and presenting alternative transmission and generation policies and strategies to align business unit outcomes with an organization's strategic objectives.** Your application materials should describe and demonstrate experience leading subject matter experts and/or cross-functional teams engaged in analyzing and presenting business unit strategies, performance measures and multi-year targets, and related work products to executive and/or management officials.

## SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/fags.cfm#18](http://jobs.bpa.gov/How_To_Apply/fags.cfm#18)

## Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.

### Applications must include the following information:

- Job Announcement number, title, and grade
- Full legal name, mailing address, contact telephone number and email address
- **Country of citizenship** (SSN or other ID is not requested at this time)
- High school attended which includes name of high school and location.
- Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- Indication if we may contact your current supervisor.
- List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- Grade level(s) for which you are applying.

- ☐ VETERANS: To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- ☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.

## How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

## Additional Information

**Veterans Information:** [https://help.usajobs.gov/index.php/Veterans\\_Information](https://help.usajobs.gov/index.php/Veterans_Information)

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### Career Transition Assistance Program/Interagency Career Transition Assistance Program

**(CTAP/ICTAP):** Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

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**EEO Policy Statement:** [https://help.usajobs.gov/index.php/EEO\\_Policy\\_Statement](https://help.usajobs.gov/index.php/EEO_Policy_Statement)

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### Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

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**Legal and Regulatory Guidance:** [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

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**Forms Availability:** All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

## **Applicant Source Form**

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

**(please specify):** \_\_\_\_\_

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

**(please specify):** \_\_\_\_\_

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

**(please specify):** \_\_\_\_\_

☐ **Career Fair** (campus events, community event)

**(please specify):** \_\_\_\_\_

☐ **BPA employee**

☐ **Other (please specify):** \_\_\_\_\_

U.S. Office of Personnel Management Guide to Personnel Data Standards	<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: #cccccc; width: 100px; height: 20px;"></div>		
Agency Use Only		
<b>Privacy Act Statement</b>  Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.  This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
<b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b>		
<b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
<b>RACIAL CATEGORY</b> (Check as many as apply)	<b>DEFINITION OF CATEGORY</b>	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

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 Previous editions not usable  
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